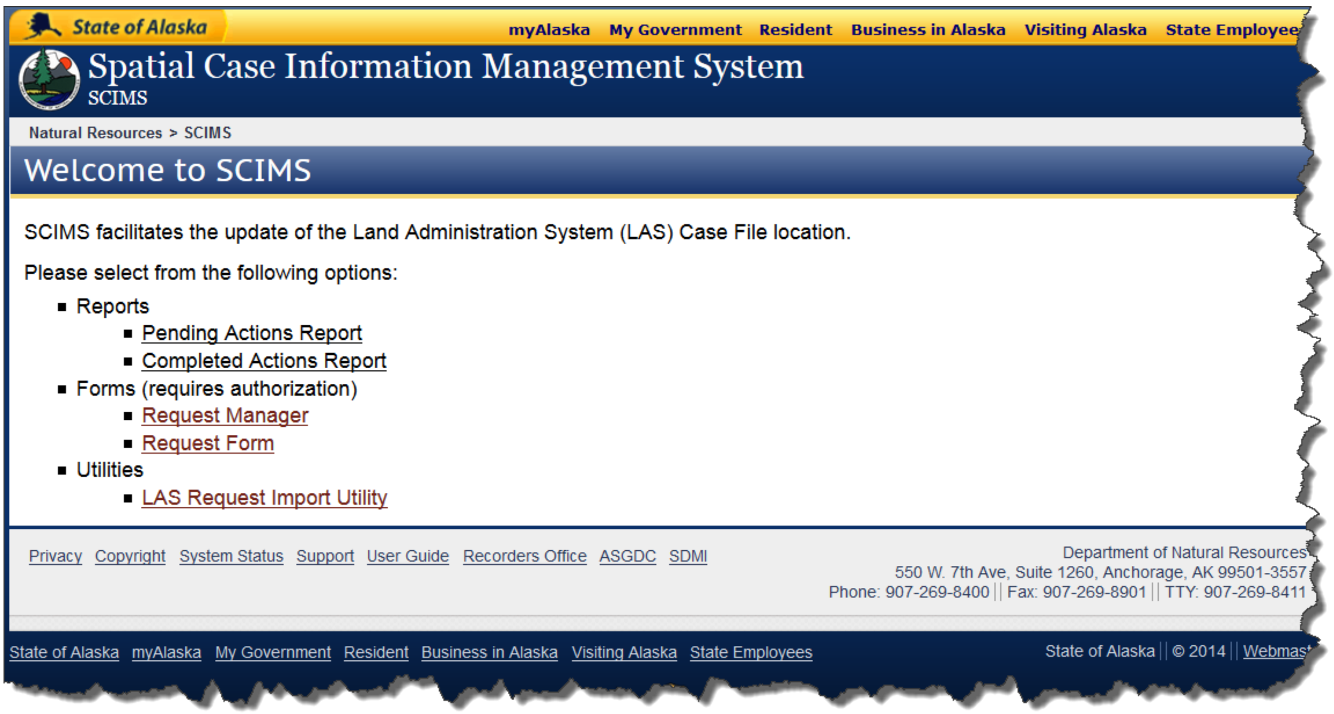
Spatial Case Information Management System (SCIMS)

User Guide



Application Version: 1.x

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Introduction

The Spatial Case Information Management System (SCIMS) is a replacement of the Plat Information Management System (PIMS). A paradigm shift away from using hardcopy plats to using web-based dynamic web mapping within AKDNR prompted a retooling of the land record database update process.

In an effort to move away from a custom-programmed editing environment (LRAPP), an incorporation of ESRI's Workflow Manager (WFM) into the editing procedure was accomplished. This is an out-of-the-box solution that standardizes the editing process using the standard ArcGIS desktop tools.

Like PIMS, SCIMS digests the daily LAS requests (transactions) for updates and creates SCIMS Requests [for updates]. These Requests are then group by the Request Manager in regards to editing efficiency and work type. Once the Requests are grouped, they can be assigned to an editing group or individual (GIS Analyst).

GIS Analysts then select from a list of outstanding Jobs/Groups either assigned directly to them or a group that they are a part of and initiate a predefined editing process (workflow). The workflow steps the analyst through a series of steps complete work with a help built-in for each step. This helps standardize the way editing is done and will make the process much easier to understand for new employees.

With SCIMS and ESRI Workflow Manager interconnected through the Oracle database, it is possible for Department personnel and the public to determine where in the process their requests for updates to the land records database are and to determine if there is any pending activity for a specific area.

User Interface

There are three main forms/pages that make up the application; the index (intro) page as seen in figure 1 below, the Request Management form and the Request form. There are also currently two reports that reside in another application called DNR Business Reporting System (DBRS). Links to these reports are listed on the index page. The following is a screen-shot of the index page.

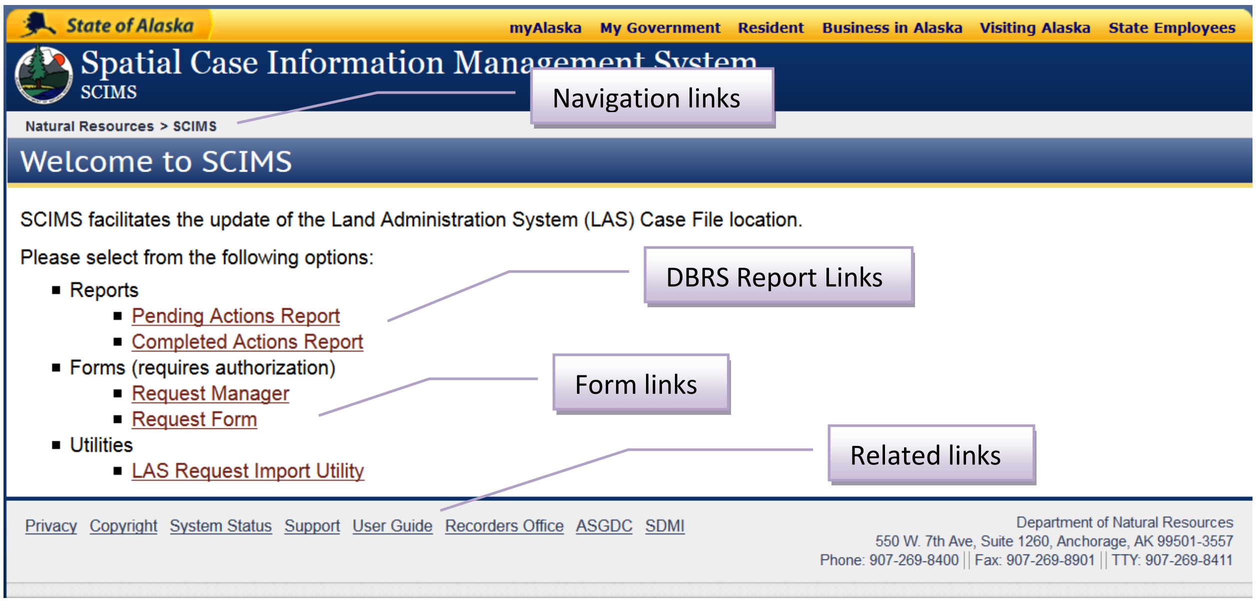


Figure 1 - Index Page

Authentication / Authorization

Parts of this application are restricted.

It is possible to run the application as a different user other than the one logged into the desktop computer by clicking on the "Not You?" link in the user info area (see Figure 12). Once the link is clicked, a dialog will appear to enter in the new user credentials.

It is highly recommended to logout of the system when finished using it. Simply click the "Logout" link in the user info area (see Figure 2). Logging out is not only important for security reasons but also helps keep the system healthy by relinquishing unneeded resources.

Related Links and Version

In Figure 1, there is a list of links towards the bottom of the screen. These links provide information about the system and provided the ability to send an email to the support team if there are problems/concerns with the system. That link is labeled "Support".

There is also a link to this document in PDF format labeled "User Guide".

The Version number is noted in this line as well. Whenever contacting support, be sure to convey the number and URL to ensure support knows which system is being used.

Crumb Trail / Navigation

The bread crumb trail in the upper left (see Figure 1) allows for navigation within the application. It is better to use these links then use the "Back" button of the browser. Certain synchronization problems may occur if the "Back" button is used.

Theme

The Theme selector allows the user to set a different color and font scheme other than the default by selecting one from the themes listed in the Theme selector. The selection will stay as long and the cookies are not cleared in the browser. Custom themes are not available at this time.

General Form Functions

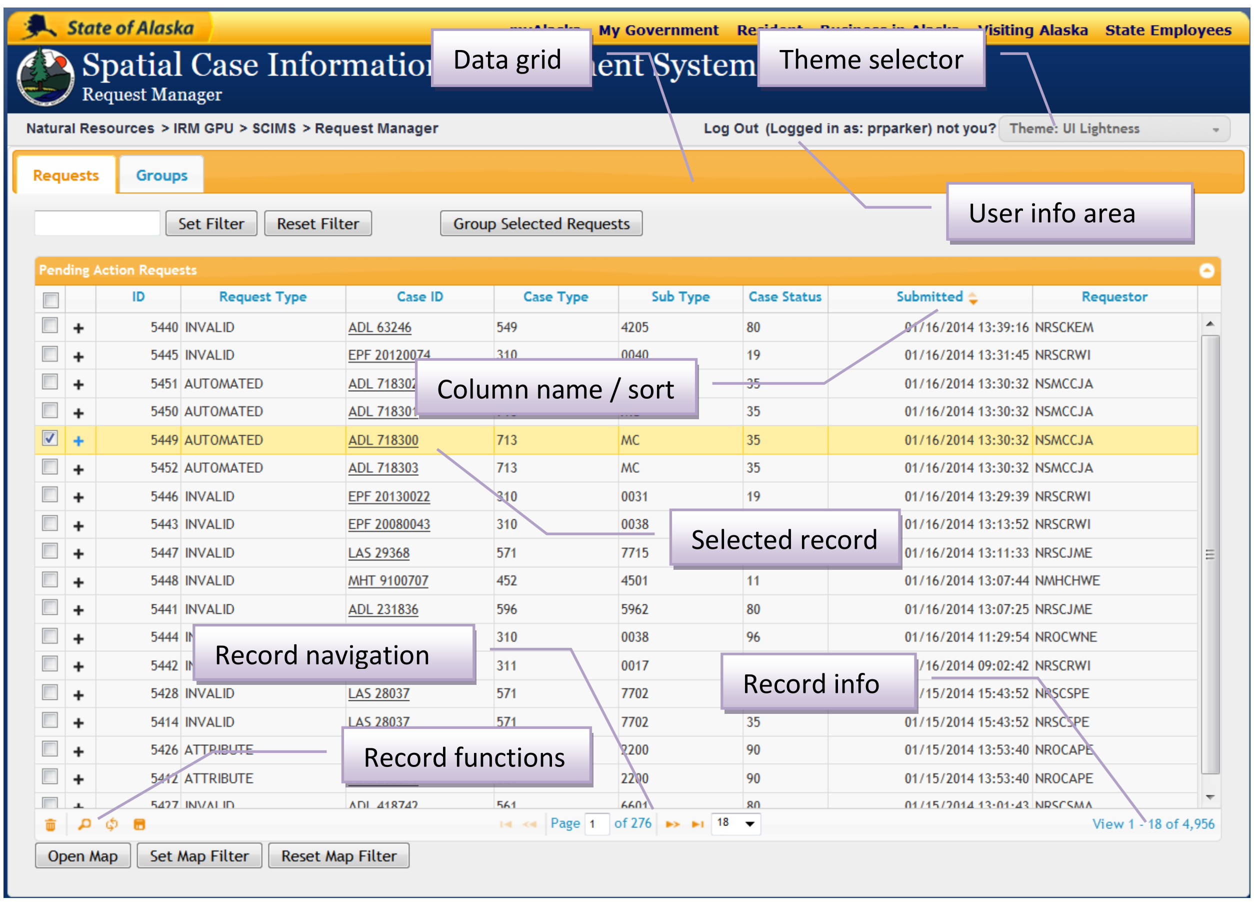


Figure 2 - General Form Functions

Please see the Sorting, Searching, Editing and Record Navigation section at the end of this manual for instructions in those areas.

Request Manager Form

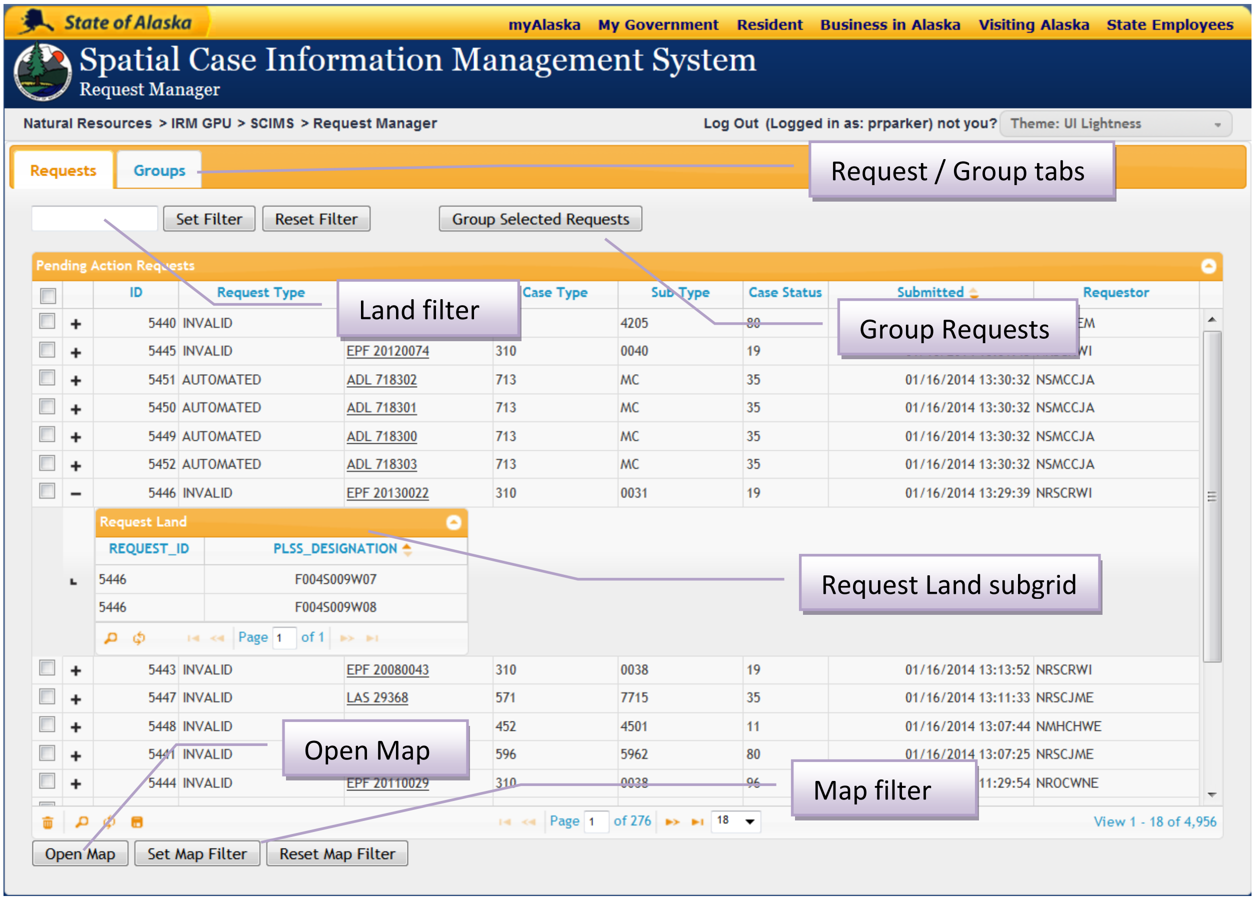


Figure 3 – Request Manager Form: Requests

Adding a Request Manually

To add a Request manually, click the Add icon in the Record functions of the Request grid in the Request Form (see Figure 7). If a LAS Case exists for the specified File Type and File Number, the Case Type, Case Subtype, and Case Status will be populated automatically once the cursor leaves the File Number field. The user should click the “Submit” button when all appropriate information has been entered.

Delete Request

It is possible to delete a Request record by first selecting/highlighting it in the Request grid of either the Request Manager form or the Request form and then clicking the Delete icon in the Record functions. Please note that any associated Request Land will be deleted at the same time.

Grouping Requests

The idea of grouping Requests is such to improve efficiencies in the editing process. A group consists of one or more Requests. Ideally Requests of the same type in the same general area would be group together.

It is possible to view the Requests (and Groups) on a map by clicking the "Open Map" button. As Requests are selected, they will appear on a map. This function may aid in grouping Requests based on their proximity to each other.

Existing LAS Case group warning

In the event that an attempt to group an LAS Case [Request] where there already exists a non-complete, non-assigned group that contains that Case, the user will be prompted to either continue or cancel the grouping process. The prompt will contain a list of Requests and the Groups they already exist in if any. Typically if there is an existing Group that already contains the Case, that Request should be added to the existing Group. The user should note the Group and the Request identifiers as listed in the prompt, click the "Cancel" button and add those Requests to the exiting Group(s) (see the Add Group Request section).

Add Group

In order to group Requests, the user would select one or more Requests in the Request Manager form. Since all of the Requests that are to be group must reside on one page (in the grid), the user many need to increase the number of records displayed in the grid by adjusting the displayed records in the Record Navigation area.

With the Requests selected, the user should click the "Group Selected Requests" button to group them. Once Requests are grouped, they disappear from the Request Manager's form and appear in the Group grid. The Group grid can be viewed by clicking on the "Groups" tab in the Requests Manager form (see Figure 4).

Delete Group

Groups can be deleted by selecting/highlighting the Group to be deleted in the Group grid and clicking on the Delete icon in the Records functions area. Once confirmed, the delete process first ungroups the Requests records and then submits a request to the WFM to also delete the associated Job if there is one. After a successful ungrouping, the Request records will appear in the Request grid again.

Though not recommended, it is also possible to delete a subset of the Requests from a Group. By deleting Requests from a Group, the Area of Interest (AOI) of the associated Job, if there is one, becomes invalid. This may or may not have implications on the editing process if the Group has been assigned (see Assigning Group/Create Job section).

Add Group Request

It is possible to add a Request to an existing Group; however the Group cannot be assigned (Job associated). If a Job exists for the Group the entire Group will need to be deleted and then recreated with the appropriate Requests. Great care should be taken when deleting a Group with an associated Job.

In the Request Manager Form (see Figure 4 - Request Manager Form: Groups), the user can add a Group Request by selecting the Group Tab, then selecting the appropriate Group and clicking on the expand icon (+). The Group Requests sub-grid will appear with all the associated Requests for the selected Group. The user can now click on the add icon (+) in the sub-grid. An add dialog will appear prompting for the Request identifier to add. If the Group has a Job associated with it, an error message will appear in the dialog with the "Submit" button is pressed. If no Job is associated, the dialog will disappear and the Request will appear in the sub-grid. *Please note that the Group grid will need to be refreshed before the modified Group's AOI will be valid in the Map page.

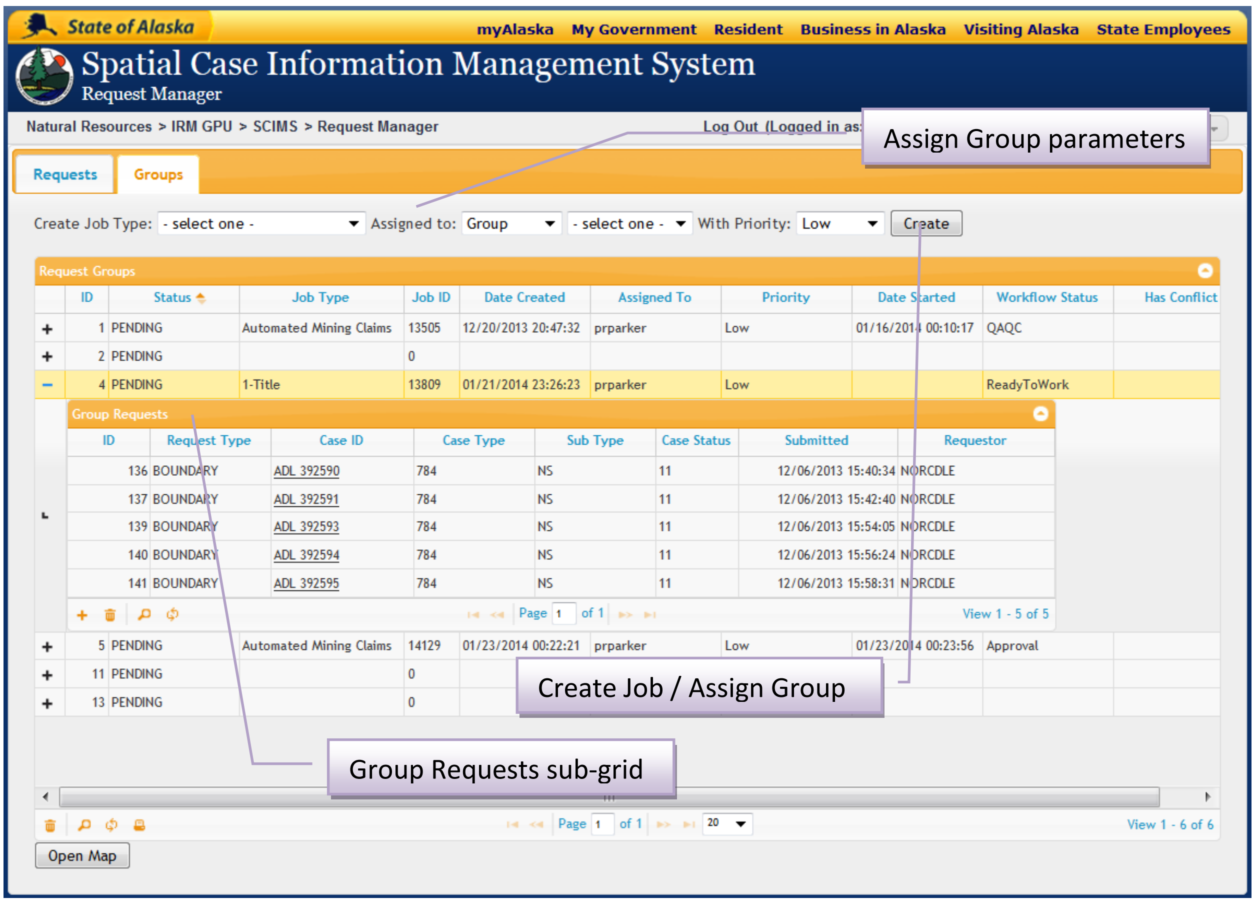


Figure 4 - Request Manager Form: Groups

Assigning Group/Create Job

To assign a Group and create a WFM Job, first select the Group in question in the Group grid of the Request Manager form. It is possible to see the associated Requests with this Group by clicking on the expand icon (+) at the beginning of the Group row in the grid. The user can remove the Request listing by clicking on the collapse icon (-).

Secondly, select the Assign Group parameters as appropriate. A value for all of the parameters must be selected.

Finally, the "Create" button should be clicked. This will send a request to the WFM to create a Job with the specified parameters. An alert dialog will appear indicating if the process was successful or not. If successful, the Job will be available to the individual or group that was specified on the WFM side.

Request Attachments

Attachments are any type of electronic media that can be attached to a request to aid in its completion. Common file formats are: JPEG image (.jpg), Portable Network Graphic image (.png), compressed archive file (.zip) and a Portable Document Format file (.pdf).

The Request Attachment form/page is a separate application from the other SCIMS forms so that it could be stand-alone application and therefore called from other applications like the WFM. The application determines who is logged in and displays the administrative functions if appropriate.

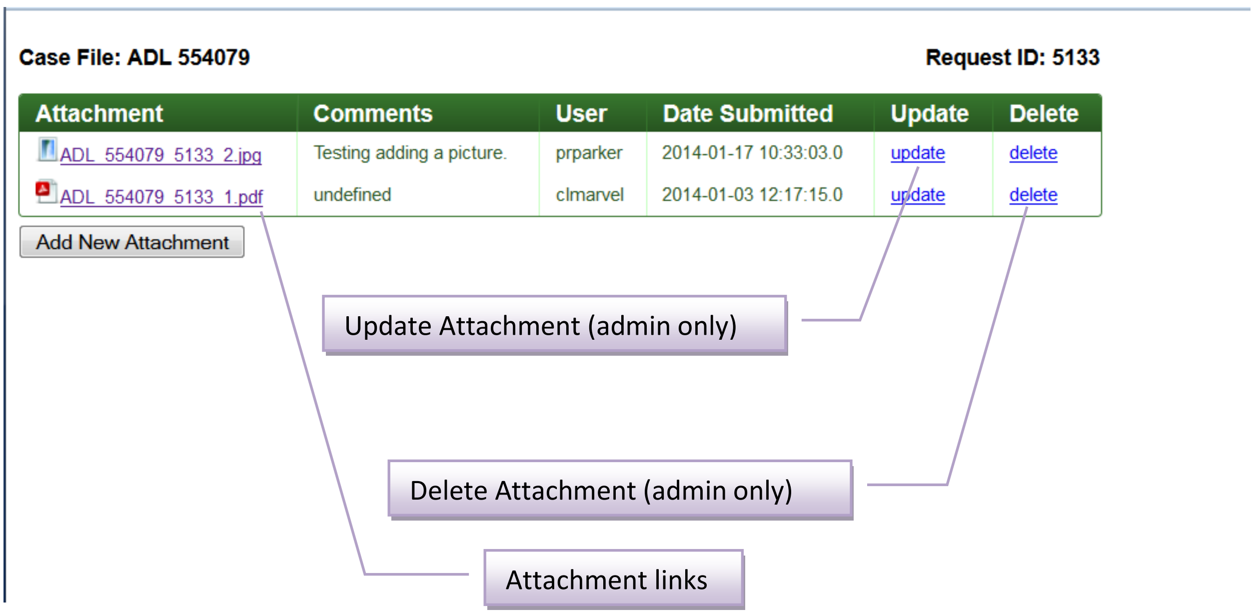


Figure 5 - Attachments

Adding Attachments

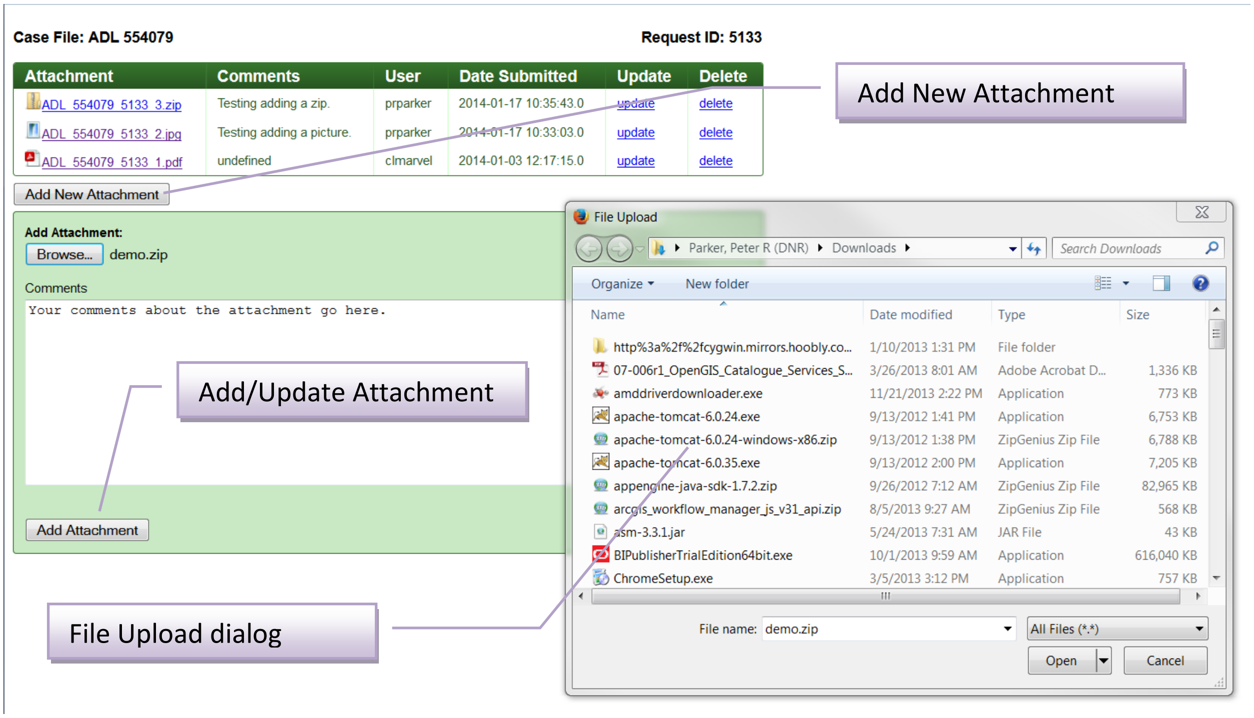


Figure 6 - Attachments: Adding

Updating Attachments

It is possible to download an attachment, modify it and return it using the "update" link. Typically the user would download the document, modify it and then click the "update" link. When the link is clicked, an additional form is exposed and the user need to selected the new document by clicking the "Browse" button and using the File Upload dialog to locate the file. Comments about the modification can be added in the Comments field. The user should then click the "Add Attachment" button and the data will be posted.

To update just the comments, the user will still have to download the associated file and select it in the File Upload dialog before clicking the "Add Attachment" button.

Deleting Attachments

To delete an attachment, the user should click the "delete" link associated with that attachment.

Please note, a deleted attachment will still appear in the list for historical purposes but has been in fact deleted from the storage area.

Request Form

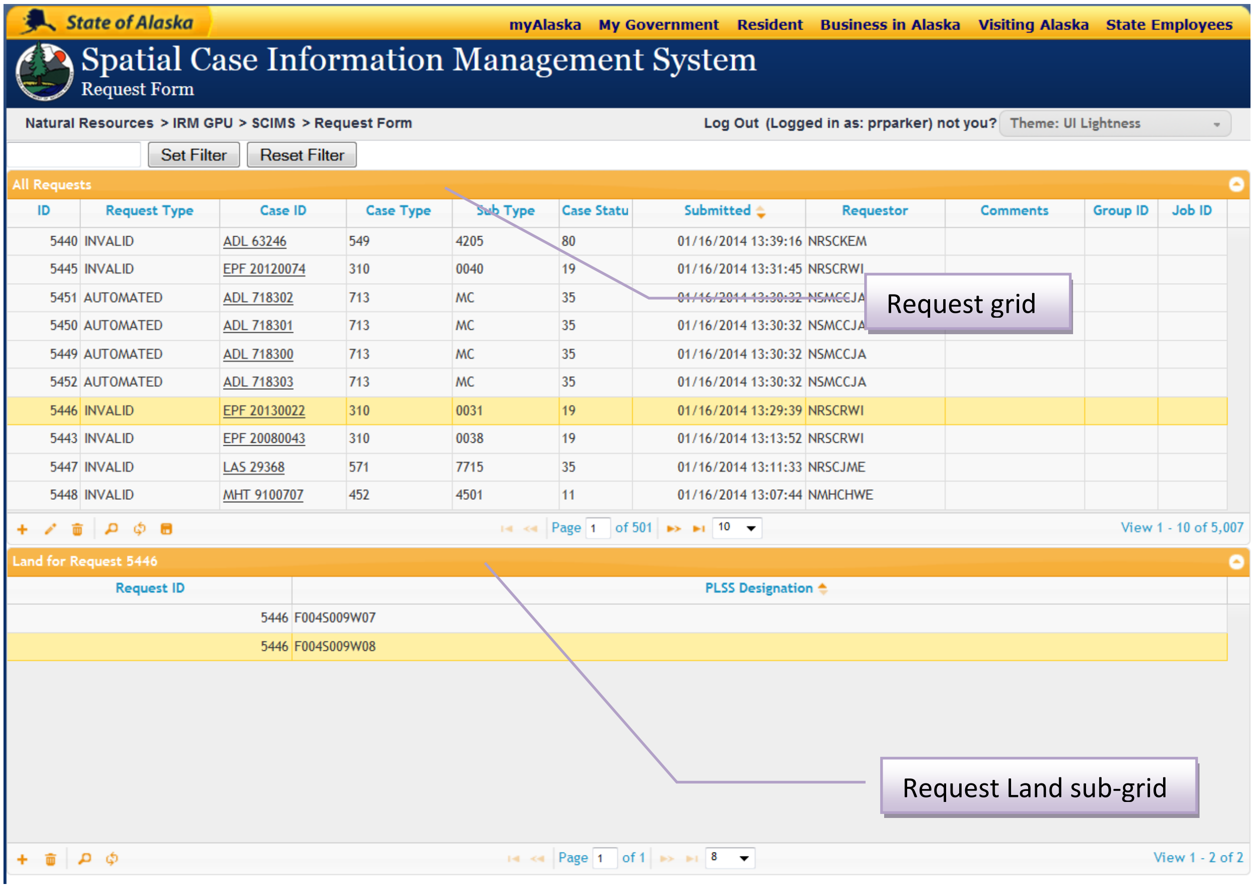


Figure 7 - Request Form

Request PLSS Land

The Land Administration System (LAS) defines the land area associated with Case Files in terms of PLSS Sections or Aliquot Part (land). Each Request in SCIMS whether it originated from an LAS Transaction or manually entered should have at least one land designation associated with it.

The Request form allows for updates to the Request Land. When a Request record (row) is selected in the Request grid, the associated Land records are displayed in the Request Land sub-grid as noted in Figure 7. Only Land records associated with the selected Request will be displayed in the sub-grid. Also when a Land record is added to the sub-grid, it will automatically be associated with the Request record selected in the Request grid.

Adding Land

To add a Land record to a Request, first search for the Request in the Request form. Once located, select it by clicking on it. Click the "+" icon in the Request Land Record functions area and fill-in the PLSS designation filed. That value can be a township, section or aliquot part designation. The designation must be fully qualified with padded zeroes and spaces between aliquot part designations. Formats are as follows:

Township:	M999T999R
Section:	M999T999R99
Aliquot Part:	M999T999R99 XX XX XX XX … where XX is in (NE, NW, SE, SW, N2, S2, E2, W2)

Deleting Land

To remove or delete a Land record from a Request, first search for the Request in the Request form. Once located, select it by clicking on any part of the record/row. When the Request record is selected, the related Request Land records will be displayed in the Request Land sub-grid. To delete the Request Land record, select and then click on the garbage can icon in the Request Land record function area. Confirm the delete or cancel the process when prompted.

Sorting, Searching, Editing and Record Navigation

Initially the forms will appear with all the data populated in there grids if there is any data to display. The grids are preconfigured to only show a certain number of records at a time.

Sorting

Once a grid is filled with records it is possible to sort the records on a particular column (field) by clicking on that column's name in the header. A column is sorted when either the Sort Ascending or the Sort Descending Icon is present after the column name. The sort direction will toggle from ascending to descending to none when clicked consecutively.

Searching

On the grids where searching is available, the user will see the Search Icon in the Tool Bar . The following screen-shot depicts the search dialog.

Figure 8 - Search

To search (or limit visible data), simply enter the field name to search within, the condition to search by, the value to search for and finally click the “Find” button. This action will limit the records displayed in the grid by the criteria entered in the search dialog. The record count widget (see Figure 10) will indicate how many records meet the criteria.

To clear the search criteria and return all the records in the grid, simply click the “Reset” button in the search dialog or click the Refresh Icon in the Tool Bar.

Editing

Editing functions such as Add and Modify are done through Edit Forms. The following screen-shot depicts an Add operation.

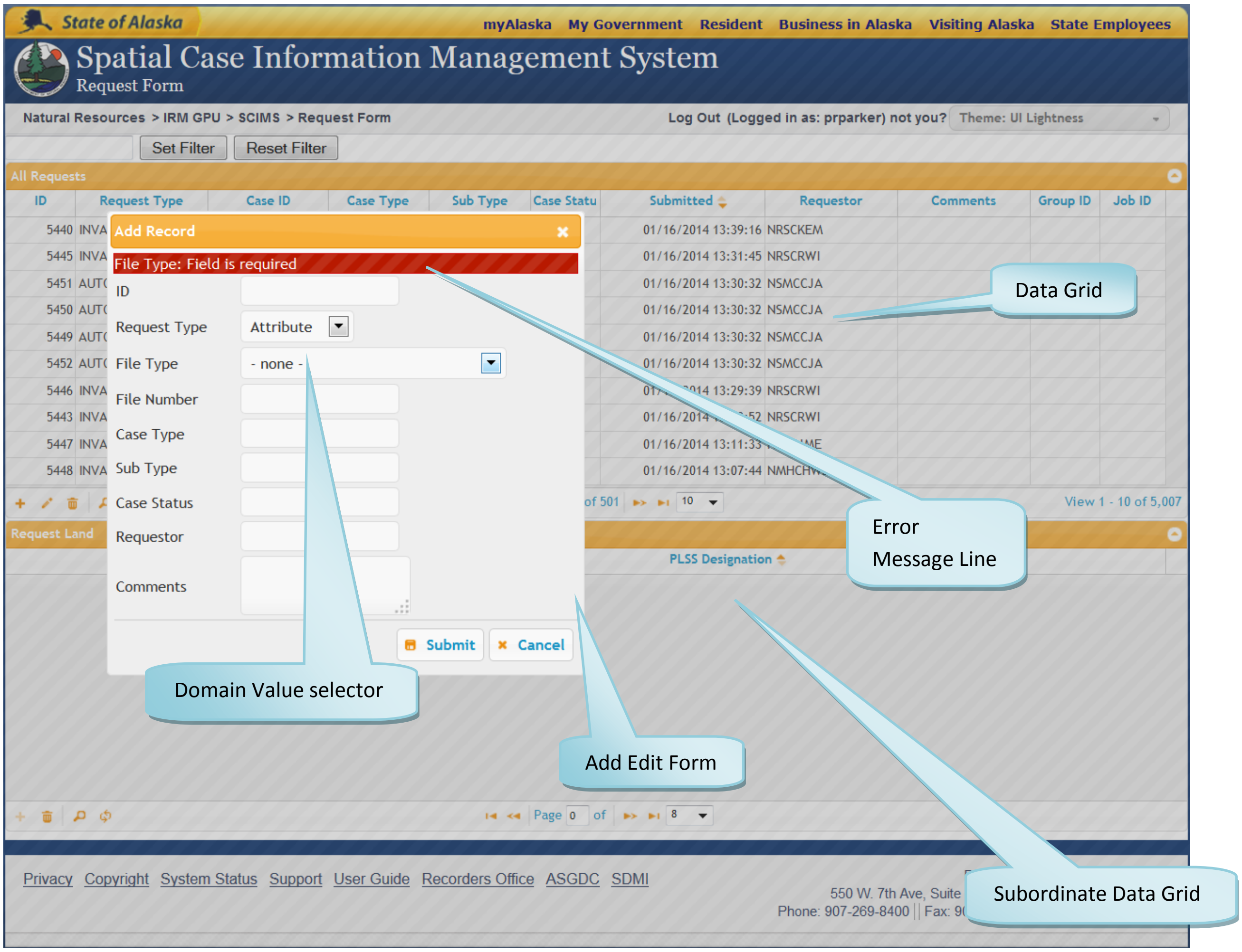


Figure 9 - Edit Form

Add

Adding a record is accomplished by clicking on the Add Icon + of the appropriate grid. Please note some fields are read-only and values cannot be specified or modified. Once the appropriate data has been entered, click the "Submit" button to post the data. Click the "Cancel" button or the "X" icon to close the Add dialog without posting any data.

Adding Subordinate

When adding to a Subrodinate grid, a record of the parent grid must first be selected. To "select" a record, simply click on it till it is highlighted. If a parent record is not selected, an error dialog will appear indicating that a parent record needs to be selected.

Modify

Modifying an existing record is accomplished by "selecting" the row to edit and then clicking on the Modify Icon in the Tool Bar. To "select" a record, simply click on it till it is highlighted (see Figure 3). Some fields are read-only and their values cannot be modified. Click the "Submit" button to post the data when finished modifying the data or click "Cancel" to quite editing without posting changes.

Delete

Deleting an existing record is accomplished by "selecting" the row to delete and then clicking on the Delete Icon in the Tool Bar. To "select" a record, simple click on it till it is highlighted (see Figure 3). When a record is selected and the delete icon is clicked, a conformation dialog will appear to verify the procedure. Once deleted, a record can not be recovered.

If a record has subordinate records associated with it, those subordinates records must be deleted first. If not, a server validation error will be displayed (see the Errors section below).

Errors

There are two categories of editing errors.

The first is form validation. If there is a violation in these rules, the violation description is displayed in red at the top of the edit form. Examples of form validations are: required fields not filled in, letters in number type fields, invalid dates, etc.

The seconds is server validation. If there are violations in these rules, an error dialog will appear with a message indicating the violation. Examples of server validation are: parent record can not be deleted because children records exists, data issues not caught by the form validations, server off-line or network issues, etc.

Record Navigation and Count

The Record Navigation and Count widgets are used to page through grid records and to determine how many records there are. The following clipped-image depicts the two widgets.

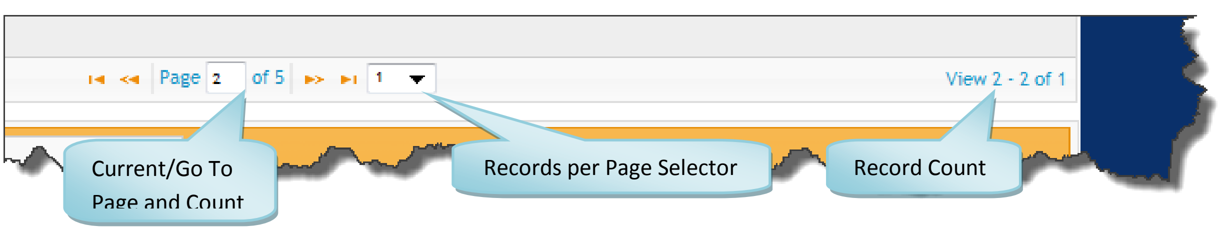


Figure 10 - Record Controls

The following explains the record controls depicted in Figure 10 above.

First Record Icon - Advances the grid to display the very first record. If the icon is disabled, there are no records that procede the one(s) displayed.

Back One Record Icon - Advance the grid one record back. If the icon is disabled, there are no records that precede the one displayed.

Next Record Icon - Advance the grid one record ahead. If the icon is disabled, there are no more records to display.

Last Record Icon - Advance the grid to the very last record. If the icon is disabled, there are no more records to display.

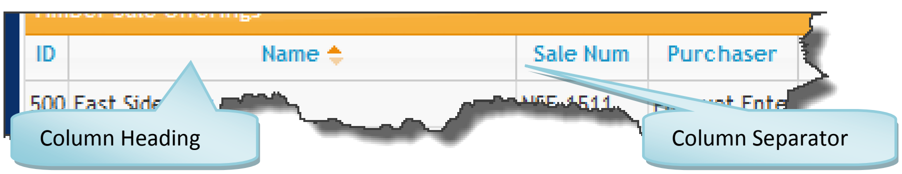
Page Count / Go To Page - This widget displays the current page of record(s) of a total number of pages. It is possible to advance to any page of records by simply typing in the page number and pressing the Enter key. The number of pages is influenced by the number of records per page selected in the Records per Page Selector.

Records per Page Selector - Select the number of record displayed in the grid at a time. If the number or records exceeds what can be displayed in the block, a scroll bar will appear to the right of the grid.

Record Count - This widget displays the record number thru record number of a total number of records per page. In this case (see Figure 10), it is displaying record #2 through record #2 of a maximum of 1 record per page.

Column Display Width

For some columns in the grids it is possible to expand or contract the size of the columns. To expand or contract the width of a column in a grid, simply place the pointer (mouse) over the top of the column heading separator (to the right of the column name) until the pointer changes to the sizer-pointer.



Click and drag to size the column and then release when sized correctly. If the sizer-pointer does not appear while hovering over the column separator, it means the column width is not adjustable.

If a column width is not sizable but the data is obscured, simply hover over the data and it will be revealed in a Tool Tip type display.

LAS Request Import Utility

The import utility form/page displays information related to imports from the Land Administration System (LAS) and is broken up into three areas. Certain LAS Transactions lead to updates of the location of the LAS Cases which must be denoted in the spatial database. These transactions are tracked and compressed during the day and result in a list that is save in files that the SCIMS Import Utility has access to. At about 8:00pm a process is run that imports these transaction into SCIMS and they become SCIMS **Requests**.

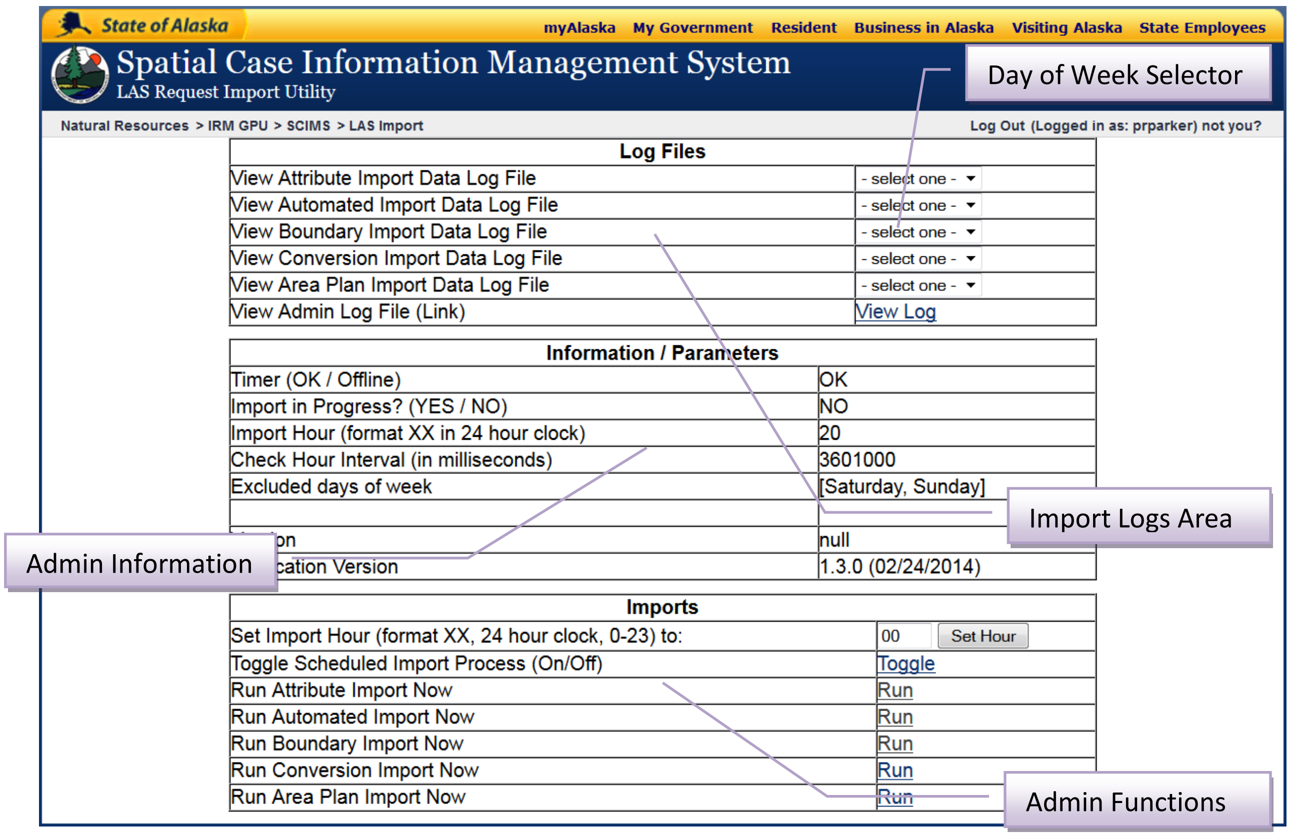


Figure 11 - LAS Request Import Utility

Log Files

The Import Logs area is displayed for all users and the links presented will display the import activity for the specified Request type. The logs display the number of imported Requests and any errors if they occur. The administrators should review these logs every business morning. Imports do not occur Saturday or Sunday.

As of version 1.3, log files are kept for an entire week. A log for a particular day of the week is accessible by selecting the day name from the appropriate selector. Generally the user would be reviewing the imports from the day before. For example, if it is currently Monday, the user should review the logs by selecting “Friday” in the appropriate day of week selector. The next day (Tuesday), the user would select “Monday” in the day of week selectors. The user should always note the date in the log files.

Information / Parameters (Administrative)

This area display information about the import process.

The “Timer” needs to be active (“OK”) in order for the import process to occur automatically. It is possible to toggle the process by clicking on the “Toggle” link in the Administrative Functions area.

The hour at which the import process occurs can be changed with a value from 1-24. See the Administrative Functions section below.

Imports (Administrative)

The administrator can alter the import process with the options presented in this area.

Set Hour – Entering a value in the field and clicking the “Set Hour” button can alter when the automated import process occurs. This value can be 1 to 24, where 1 is 1am and 24 is midnight. The process occurs randomly within the hours that specified.

Toggle – Clicking on this option toggles the automated import process on and off.

Run – It is possible to manually run the import process for any of the types listed by clicking on the “Run” link. This option is used for missed or special imports. The import files must be present in order to run. The associated log files will be updated (be sure to clear your browser cache when viewing the new log file).

Appendix A - Configuring web browsers for Single-Sign-On (SSO)

Contact the Computer & Technology Services Unit (CATs) if you are unable or uncomfortable making these configuration changes. Please note these instructions are only for computers used on the State's network.

To configure Mozilla Firefox for single sign-on please follow the steps outlined below:

1. Type in "about:config" in the address line.
2. Click on the "I'll be careful, I promise!" button.
3. Type in "**network.negotiate-auth.trusted-uris**" in the Search field and press "Enter".
4. Double-click on the Preference Name that is listed and you should get a dialog box,
5. Type in "http://dnr.alaska.gov,https://dnr.alaska.gov" in that box and click "OK" button.
6. Restart Firefox.

To configure IE (Internet Explorer) version 8+, untested in IE 9:

1. In the menu, select Tools, Internet Options.
2. Select the Security tab.
3. Select the "Local intranet" zone.
4. Type in "*.dnr.alaska.gov" into the "Add this website to the zone:" text box and click the "Add" button.
5. Restart IE.

Even with the configurations above, on occasions users get prompted to login (popup dialog appears). For the most part you can enter your user name and password and it will continue on.

At the time of this writing, CATs was in the process of setting all DNR desktop's internet options to include the DNR's websites as Trusted Sites. This should automatically up **IE** on all DNR computers such that no manual configuration is needed.